



CITY OF LIBERTY LAKE
22710 E Country Vista Drive
Liberty Lake, Washington 99019
Phone: (509) 755-6703
Fax: (509) 755-6713

**STANDARD BUSINESS
LICENSE
APPLICATION**

BUSINESS TYPE: **GENERAL** (Conducting business within City) = \$35.00
(Circle One) **REDUCED FEE** (Business gross revenue less than \$10,000) = \$20.00
NON-PROFIT (Exempt)

BUSINESS NAME: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

BUSINESS PHONE: _____

WA STATE UBI: _____
(Unified Business Identification)

FEDERAL TAXPAYER ID/SOCIAL SECURITY NO: _____

DESCRIBE BUSINESS ACTIVITY (Specify product or service provided) _____

OPENING DATE OF BUSINESS: _____

KIND OF BUSINESS (Circle all that apply)

Retail	Manufacturing	Construction Groups	Real Estate Leasing /Rentals
Wholesale	Services	Door to Door Solicitation	Financial/ Insurance
Restaurant	Business/Professional Office	Dental / Medical	Other _____

OWNER NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EMERGENCY INFORMATION

Please list 2 persons who can respond with keys or can be reached after hours in case of emergency:

1. Name _____ Phone (after hours) _____

2. Name _____ Phone (after hours) _____

The undersigned hereby certifies that the information provided on this application is true and correct, to the best of his/her knowledge under perjury under the laws of the State of Washington.

Signature: _____ Date: _____

Please Note: Disclosure of information on this form does not eliminate the requirement to meet City regulations (**such as those for proper signage and adequate parking**) before business activity commences. Refer also to the separate Information Sheet for assistance with license requirements.



CITY OF LIBERTY LAKE
22710 E Country Vista Drive
Liberty Lake, Washington 99019
Phone: (509) 755-6700
Fax: (509) 755-6713

Thank you for your interest in conducting business within the City of Liberty Lake. Ordinance 67 of the City of Liberty Lake Municipal Code requires that any person who conducts, operates, or engages in any business activities within the city shall obtain a City of Liberty Lake business license. The term “business” means all kinds of vocations, occupations, professions, enterprises, establishments, industries, services and all other kinds of activities and matters that are conducted for private profit or benefit on any premises in the City of Liberty Lake.

- “City” means the City of Liberty Lake.
- “Engaging in business” means commencing, conducting, or continuing in business, the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.
- “Person” means any individual, corporation, company, firm, joint stock company, partnership joint venture, trust, business trust, club, association, society, or any group of individuals acting as a unit or otherwise.

BUSINESS LICENSE REQUIRED.

On or before January 1, 2003, every person engaging in business or continuing business during the calendar year shall register with the City Clerk/Treasurer by completing a licensing form and paying a licensing fee. If more than one business is located on a single premise, separate licenses shall be required for each separate business conducted.

EXEMPTIONS

The following entities and activities shall be exempt from the provisions of this Ordinance.

- All governmental entities including public and private elementary, secondary and high schools;
- Deliverers of newspapers and periodicals;
- Deliverers to and Persons soliciting orders from retail establishments for the delivery and sale of goods, wares and merchandise to retailers for resale unless located within the City;
- Any Person or organization conducting a nonprofit enterprise when the enterprise is operated without private profit, for a public, charitable, educational, literary, fraternal or religious purposes; and
- Minors engaged in babysitting.
- The casual sale of items of personal property where the Person conducting such sale is not regularly engaged in the business of selling items of personal property (for example, garage sales, service agency bake sales).

LICENSE FEE

Commencing on January 1, 2003, business licenses shall be issued on a calendar year basis and shall expire on December 31st of the year for which they are issued.

Unless exempted, the business license fee for any Business to be operated within the City of Liberty Lake shall be \$35.00 unless modified by Resolution of the City Council.

Persons whose gross business revenues do not exceed ten thousand dollars (\$10,000) per calendar year are entitled to pay a \$20.00 fee. Any applicant for a reduced fee must present sufficient proof of gross revenues to the City Clerk/Treasurer.

Payment of license fee shall be made either upon application for the license or for an existing business before January 31 of the year it is due. No fee is deemed paid until the City has received funds. The fee shall not be prorated.

TRANSFER OR SALE OF BUSINESS – NEW LICENSE REQUIRED

Upon the sale or transfer of any business licensed by this Ordinance, the license issued to the prior owner or transferor shall automatically expire on the date of such sale or transfer and the new owner intending to continue such business in the City shall apply for a new business license pursuant to the procedures established by this Ordinance.

PENALTY FOR VIOLATION

Any Persons, as defined herein, and the officers, directors, managing agents, or partners of any corporation, firm, partnership or other organization or business violating or failing to comply with any provisions of this ordinance shall be subject to collection activities. After notice of the amount due, the City may assign the delinquent amount for collection to third party in which case the amount due shall include the license fee, penalty and collection charges.

The application form should be completed in its entirety and returned along with the applicable license fees to the address prior to commencing business operations. **NOTE: Neither the filing of an application nor payment of the license fee shall authorize a person to engage in or conduct business activities until such license has been granted.**

For additional information, please contact the following at (509) 755-6708:

Building Codes	Building Department (Wayne ext. 6705)
Building Inspector/Residential	Building Department (Roy ext. 6714)
Land Use/Parking	Planning Department (Amanda)
Sign Codes	Planning Department (Amanda)